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Bethesda, Maryland 20084

DTNSRDC User's Guide For The New
Computer Center Magnetic Tape
And Disk Pack System

by

Barbara Davis

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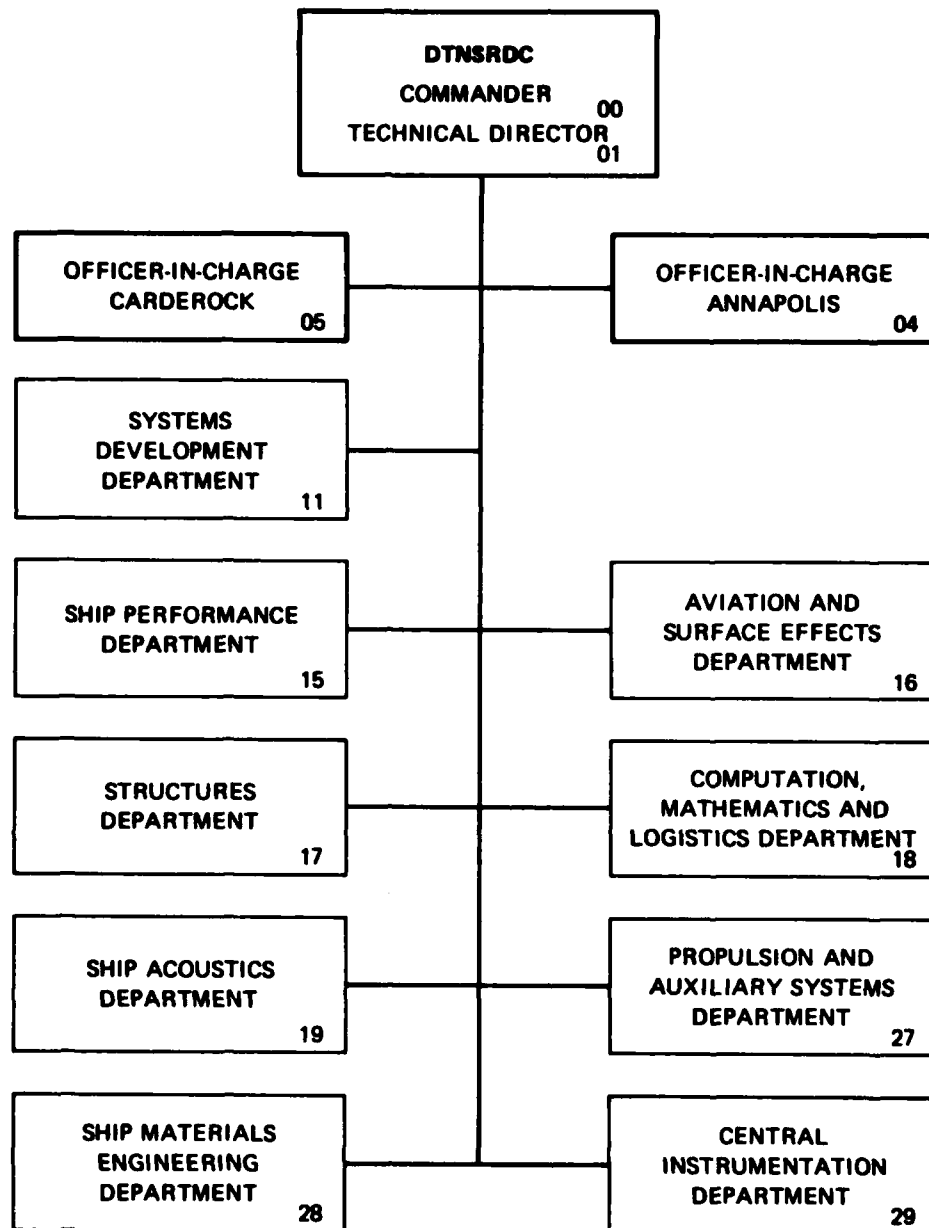
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20. ABSTRACT (Continue on reverse side if necessary and identify by block number)

This document provides Computer User's Guidance and Procedures for using the Automated Tape/Disk Pack System.

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ABSTRACT

This document provides Computer User's guidance
and procedures for using the New Automated Tape/
Disk Pack System.

ADMINISTRATIVE INFORMATION

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GENERAL INFORMATION

The DTNSRDC Computer Center has a new, more efficient method for handling and storing magnetic computer tapes and disk packs. The new system has been designed to provide better service and more effective use of available resources. Tape and disk storage space in the Computer Center is at a premium and will be used only for tapes and disk packs frequently used on the computer systems.

The new Tape/Disk System (TDS) will allow the user to (1) automatically obtain a tape volume serial number VSN, release a tape VSN, or obtain a listing of tapes VSN assigned to the user ID; and (2) automatically release a disk pack or obtain a listing of packs assigned to the user ID.

Information on all tapes and disk packs in the TDS is contained in data bases stored as permanent files on the CDC 6600/6700 computer.

Cleaning and storage of tapes will be closely monitored by the Tape Librarian. Environmental protection of tapes will be provided and emphasis will be placed on the quality and serviceability of tapes assigned to the system.

Automatic tape assignments are available to users on the first and second shifts when Intercom is available, thus providing immediate access to new tapes as they are needed. the user need no longer "hoard" tapes in order to have one available when needed.

The maximum retention period for unaccessed or inactive tapes assigned to the Computer Center Tape Library System will be one year from the date of issue. Tapes not used within a period of six months will be either (1) returned to the user, (2) recycled into the system, or (3) stored for an additional six months, after consultation with the user, in a secondary storage area provided by the Computer Center.

Remote tape storage at the Washington National Record Center (WNRC) is
available for users who wish to maintain a tape for an indefinite period.

AUTOMATIC ASSIGNMENTS

The new tape system provides for automatic assignment of tapes VSN by
the user or the librarian.

Three procedures for tape use have been automated within the new
system: (1) to obtain up to three tapes, (2) to release up to five tapes,
and (3) to audit tapes assigned. Any of the procedures can be re-executed
any number of times. If a block of sequentially numbered tapes is
required, the Tape Librarian will make the assignments.

Within the new system there are two automated procedures for disk pack
use: (1) to release packs, and (2) to obtain a listing of packs assigned
to the user ID. Since packs must be initialized before they can be used,
they must be obtained from the Tape Librarian.

MAGNETIC TAPE

Tapes in regular use in the Tape Library System have been assinged a
six-character identification number (YYXXXX, etc.) which corresponds to a
Diebold or cabinet location in the appropriate computer area.

All tapes entering the new system must be LABELED. This requirement
provides substantial protection against incorrect tape mounts and provides
users with the means to limit access to their tapes. In addition, tape
LABELING protects the user's right to a refund. A tape with data already
on it can be copied to a LABELED tape. Tape LABELING is accomplished by
having the operating system write LABEL data on the tape ahead of the user
data. This LABEL is written and read by the operating system.

Tapes created on computer systems other than those of the CMLD
Computer Center will no longer be entered directly in the Tape Library

System. The user must make a copy of such tapes. If these tapes are to be used immediately, temporary slots will be used until the tapes can be copied.

OBTAIN A TAPE

A tape can be obtained by executing procedure "TPGET":

        BEGIN,TPGET.

The following information will be requested:

        User Initials   XXXX

        Job Order Number

        Number of Tapes to be Assigned (maximum 3)

        Name of Computer on which Tape(s) is to be used

            (6600, 6700, 6400, CYBER 74, or B7700)

The system will return to the user the following message: "YOU HAVE BEEN ASSIGNED TAPE(s) YYXXXX,ZZXXXX,etc"

RELEASE A TAPE

A tape can be released by executing procedure "TPRLS":

        BEGIN,TPRLS

The following information will be requested:

        VSN=   Enter VSN to be released

                                Only tapes assigned to the user's Login ID

                                may be released.

Tapes released from the Tape Library will be (1) made available for the user to pick up, or (2) degaussed, cleaned, error checked, blank labelled, and recycled into the system for reassignment.

Because space is limited, it is in everyone's interest not to keep obsolete tapes on hand. Every three months, a notice will be sent to users reminding them of their unused tapes. If such a tape is not used within

the following month, it will be removed from the tape system and placed in temporary storage for five additional months. After one year, unused tapes will be recycled or returned to the user.

TAPE AUDIT

A list of all tapes assigned under the account number on the login ID can be obtained by executing procedure "TPAUDIT":

    BEGIN,TPAUDIT

All tapes assigned, the date assigned, the total number of tapes assigned, and the total number of mounts will be printed in columns.

SLOT TAPES

Tapes not in the Computer Center Tape Library System are known as temporary or slot tapes. Slot tapes are registered at the dispatch window where batch jobs are submitted. Users located outside of DTNSRDC can obtain slots by calling the Tape Librarian. Slot tape procedures are as follows:

> All slot numbers will be assigned for one workday.
>
> Computer Center tapes that are not retrieved within five (5) workdays after notification by the Tape Librarian will be mailed to the user or will be degaussed and recycled in system.
>
> Tapes that do not belong to the Computer Center will be mailed to the user.
>
> External stickers for temporary slots can be obtained at the dispatch window. The following information will be requested:
>
> VSN   Six characters (one inch high)
>
> User ID   XXXX
>
> Code or Activity

Telephone Number

Date

Slot Number for the day

Slot tapes will not be accepted if external stickers are
incomplete.

TAPE MAINTENANCE

All tapes, new and released, will be stored in a temperature and
humidity controlled area.

Tapes in the system will be cleaned on a regular schedule.

Tapes that are released by the user and returned to the tape library
for re-use will be cleaned, degaussed, blank labelled, and returned to the
system after passing established tests. New tapes entering the system will
be cleaned and certified.

REMOTE TAPE STORAGE

Unused tapes will no longer be stored for more than one year. Should
the user desire to have his tape(s) stored for an indefinite period, he
must use the storage facilities offered at WNRC, or within his Department.
The Computer Center will not be responsible for any unused tape retained
for more than one year from date of issue.

WNRC offers the capability for storing both classified and
unclassified tapes, and offers a 24-hour retrieval service. For users who
send their own tapes, the procedure is as follows:

Complete form SF 135, "Records transmittal and receipt".

This form may be obtained from the Tape Librarian or from Code
523.1.

List each tape.

Send the original SF 135 and two copies to Code 532.1. They will make all arrangements.

An accession number is issued by WNRC for each individual tape or of tapes. To retrieve any one of the tapes, the user must refer to the accession number.

Information on procedures for WNRC storage is given in DTNSRDC Instruction 5212.1D.

CENTRAL STORAGE

Central storage refers to the tape storage facility which :ses all tapes assigned to the Computer Center Tape Library System. T ~cility is located within the appropriate computer room.

Central storage capacity is approximately 4500 tapes within the Computer Center.

DISK PACKS

Within the new system two procedures are available to the user for disk packs: (1) to release disk packs, and (2) to obtain a listing of packs assigned.

OBTAIN A DISK PACK

The user must contact the Tape Librarian to obtain a pack since packs must be initialized before they can be used.

RELEASE A DISK PACK

To release up to five disk packs, use procedure "DSRLS":

BEGIN,DSRLS

The following information will be requested:

VSN=   Enter VSN of disk pack to be released

DISK PACK AUDIT

A list of all disk packs assigned under the account number on the login ID can be obtained by executing procedure "DSAUDIT":

BEGIN,DSAUDIT

The audit lists the VSN, date the disk pack was assigned, and the number of uses.

CHARGES AND ACCOUNTING

Tapes that are currently permanently stored and are not being used, will be shipped to WNRC and a charge will be made for this service.

Currently users purchase tapes from the Tape Librarian for use at different computer sites; this policy will remain in effect.

Disk packs are currently purchased or leased from the Tape Librarian. Under the new system packs will be leased only. The current lease policy will remain in effect.

SECURITY

Classified tapes/disks will be stored in a safe under the custody of the Tape Librarian.

All classified tapes/disk must be logged in at the dispatch window and a special form must be signed by the user submitting the tapes.

The following information must be printed on the external sticker of every classified tape reel:

    Tape VSN   Six characters (one inch high)

    Users Name

    Activity or Code

    Telephone Number

    Classification of tape (secret or confidential)

Classification authority and declassification date, in the following format:

        Classified By _____

        Declassify By _____

No tape/disk will be stored in the classified tape library without this information.

All classified tapes for processing on off-line equipment must follow the rules established in these paragraphs.

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